

## 2. REQUEST TO REMAIN ON MAILING LIST

*DUE DATE July 16, 2001*

*Failure to submit this request may result in your agency not receiving RFP addenda and other information.*

Prospective proposers are requested to submit a Request to Remain on Mailing List. The request must be received by Mary Ann Ruesch, 201 East Washington Avenue, Room G100, Madison, Wisconsin 53702, by 4:00 p.m. (Central Time), July 16, 2001.

**Failure to submit a timely and complete Request to Remain on Mailing List will not preclude the submission of a proposal, nor does its submission require that the prospective proposer submit a proposal.**

However, only those prospective proposers submitting a timely and complete Request to Remain on Mailing List will remain on the mailing list for: (a) RFP addenda or clarifications (if any); (b) notices of changes (if any) to the procurement schedule specified above; and (c) any other information from the Department regarding this RFP. Such notifications will be sent via electronic mail to the e-mail address of the contact person identified in the received Request to Remain on Mailing List. (See RFP section 4.2, Electronic Communications.)

### **INSTRUCTIONS**

**STEP 1** — Complete (a) through (e) below:

a. Proposing Agency Name	
b. Request for Proposal Contact — The person listed will receive all RFP-related materials and should serve as your agency's sole point of contact during the RFP process. This person will be notified of all RFP addenda and will also receive the Notice of Intent to Award the Contract(s) described in RFP section 5.6.	
Name and U.S. mail address	Telephone(s): Fax: E-mail:
c. Geographic area(s) of interest:	
d. Name of person completing this form (printed):	e. Signature of person completing this form:

**STEP 2** — (Optional) Include your final written questions as described in RFP section 4.1. Questions may also be submitted via e-mail and at any time prior to this deadline. See RFP section 4.1 for details.

**STEP 3** — Add a cover page with signature and fax to (608) 267-3240, attention Mary Ann Ruesch, by the deadline in the box at the top of this page. **DO NOT** follow fax with hard copy. Keep a copy of all submitted materials for your records. The state will confirm receipt of your agency's Request to Remain on Mailing List via e-mail, phone or fax.